

Connect. Organize. Get things done.

Tap Menu to see **Folders** or **Settings** for:

- **Focused Inbox**
- **Swipe Options**
- **Organize By Thread**

Tap to switch between **Focused** and **Other** messages. **Focused** shows important emails while the rest are found on the **Other** tab.

Swipe right or **left** to take action on a message.

Tap **Filter** to only show messages that are **Unread**, **Flagged** or have **Attachments**.

Items arranged by conversation thread indicate number of items in the conversation.

Tap **Search** to show contacts, files, and upcoming reservations and deliveries. Double tap for the **Search** box.

If you don't have Outlook for iOS, [download it from the Apple Store](#).

Change settings

Tap **Swipe Options** > **Swipe Right** or **Swipe Left** and select an action.

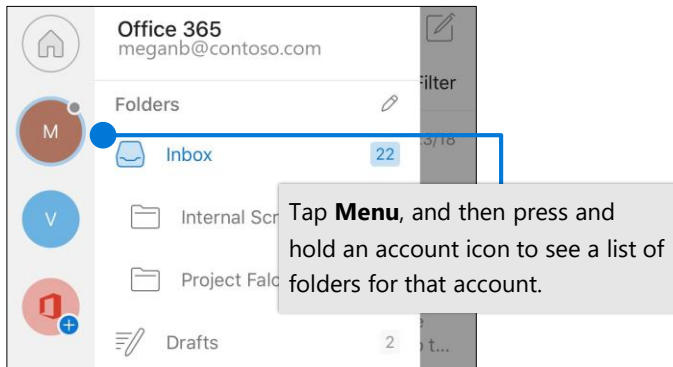
Tap **Focused Inbox** to turn Focused Inbox on or off.

Tap **Organize by Thread** to arrange messages as conversation threads.

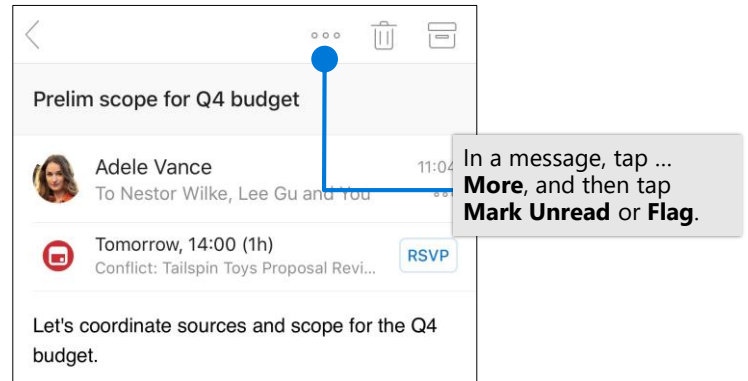
Add a favorite folder

From the menu, tap the pencil icon for **Edit** settings. Tap the star icon to favorite a folder.

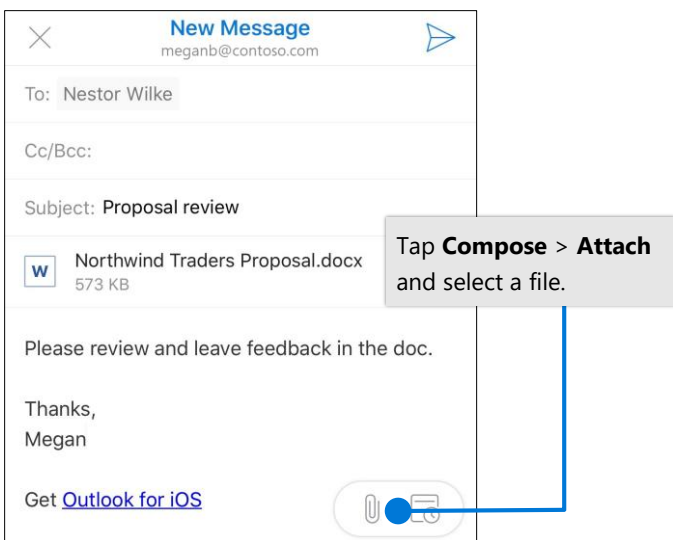
Find Folders



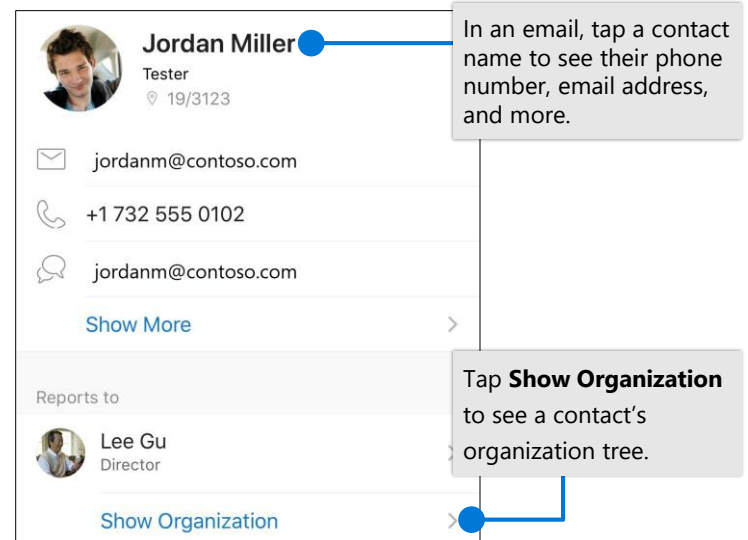
Mark and flag messages



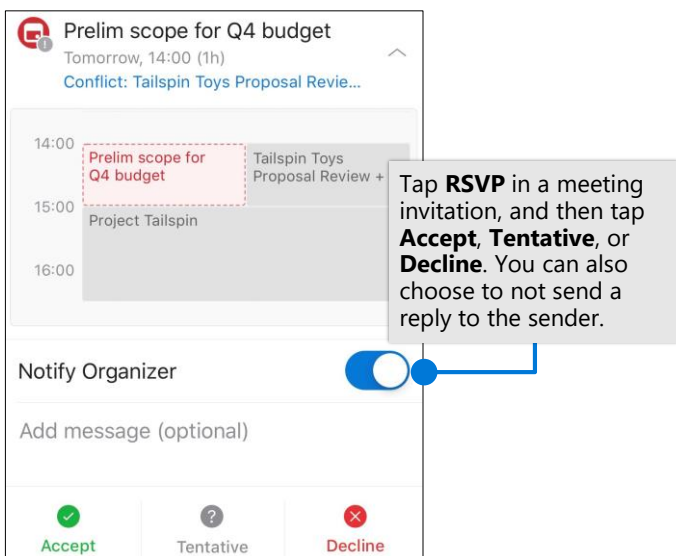
Attach a file from OneDrive



View contact cards



RSVP to an invitation



Change calendar view

